



**Financial Management
TEMPORARY DUTY ORDERS**

AFI 65-103, 1 September 1997, is supplemented as follows:

1.2.11.1 (Added) When member performs official business away from the permanent duty station and the member's official duty day is less than 10 hours, a Standard Form 1164 should be prepared for reimbursement of travel expenses and up to 2 meals per day.

1.2.11.1a (Added) Member will complete blocks 1 and 4, annotate mode of transportation in block 6 next to the local travel code, complete block 6 listing building numbers and total mileage driven, list meals purchased outside a government dining facility and their exact cost in block 6, complete block 10, and submit to authorized Approving Official (AO).

1.2.11.1b (Added) Authorized AO will review the SF 1164 for accuracy, sign and date block 8, enter the accounting classification and initial, and return the completed form to the member who is responsible for submitting the finalized form to the servicing FPO.

2.1.2.3 (Added) The AO will only accomplish orders after a TDY worksheet has been accomplished and approved and signed by the member's supervisor and commander. The TDY worksheet will be kept on file with other background materials. Units who are approved to use the 4 ASOG fund cite for travel will submit the completed TDY order to 4 ASOG/CCEA.

2.1.2.4 (Added) Personnel participating in Army exercises/operations under field conditions will have orders indicating field conditions and the TDY will be funded by the Army. All exceptions must be approved by 4 ASOG/CC.

2.1.2.5 (Added) Government provided meals, i.e., dining facility, and lodging will be used to the maximum extent possible.

2.1.4 (Bullet added) Ensure that members going TDY are aware that travel vouchers must be completed and filed within 3 duty days of returning to home station. All personnel are required to report the number of government meals provided.

Figure 2.1, Item 2. For V Corps-funded orders for more than two travelers, complete a continuation sheet in Microsoft Word as shown in Figure 2.7 (added).

Figure 2.1, Item 14. For V Corps-funded orders, leave blank.

Figure 2.1, Item 15. For V Corps-funded orders, leave blank.

Figure 2.1, Item 16. For V Corps-funded orders, all instructions, special authorizations, and meal directions will be typed; do not use reverse statements. Use the following statement for exercise orders under field conditions: "GOVERNMENT QUARTERS AND MESS ARE PROVIDED AT NO COST TO THE MEMBER. MEMBER WILL BE PERFORMING DUTIES UNDER FIELD CONDITIONS. NLT 3 DAYS AFTER RECEIVING YOUR TDY SETTLEMENT VOUCHER, A COPY OF THE SUMMARY MUST BE SUBMITTED TO V CORPS HRMO."

Figure 2.1, Item 17. Type the 4 ASOG, Chief, Executive Services and Support Branch, signature element.

Figure 2.1, Item 18. Type the V Corps G3/XO signature element.

Figure 2.1, Items 19-22. Leave Blank.

2.3 (Added) **Down Time After Contingency Deployment.** Reference the USAFE/CC Msg 131536Z May 97 and USAFE Msg 201000Z May 97, all unit commanders will comply with the USAFE "One for Six" policy regarding down time (not to exceed 14 days) after contingency deployment. This policy applies to contingency deployments only – commanders may exercise discretion in granting time off after other extended TDYs. Commanders are also encouraged to grant down time to those at home station on an individual basis. Members must remain on duty status during down time and must remain in the local area unless leave is granted. Commanders will notify the 4 ASOG/CC whenever post-deployment down time cannot be granted due to extreme mission essential requirements, whenever time off after deployment adversely impacts the unit C-rating, and prior to granting a day off for the entire unit.

Figure 2.7 (added). TDY Order Continuation Sheet for Items 2 and 19.

DEPARTMENT OF THE ARMY
Headquarters Resource Management Office
Unit 29355
APO AE 09014-0105

CONTINUATION SHEET BLOCKS 2 AND 19 FOR TRAVEL ORDER#

| NAME | SSAN | RANK | SEC CLNC | SDN | \$ AMT |
|-------------------------|-------------|-------|-------------|---------|--------|
| DAVIS, JOHN J. | 123-45-6789 | COL | TS/NATO SEC | DAV6789 | |
| GEORGES, JOSEPH P., JR. | 234-56-7891 | SMSGT | TOP SECRET | GEO7891 | |
| ROBERTS, DONALD K. | 345-67-8912 | A1C | SECRET | ROB8912 | |

THE SDN IS THE FIRST THREE LETTERS OF THE MEMBER'S LAST NAME AND THE LAST FOUR NUMBERS OF THE SSAN.

JOHN F.C. RHOADES, JR., Colonel, USAF
Commander